

U.S. Representative Kendrick B. Meek

Appropriations Request Guidelines

- The tentative deadline for submitting requests is February 22, 2008 at 8 p.m. As of January 22, 2008, the U.S. House of Representatives Committee on Appropriations has not yet given our office a deadline for submitting projects to them. As such, it is recommended that Requesting Organizations contact our office prior to February 8th to make certain that the deadline has not been changed.
- As a general rule, funding can not be secured to continue an organization's current operations. Please make certain that the project description clearly explains how funding would expand the organization's programs or services beyond their current levels.
- Projects that have significant local matches (at least 50 percent) are more likely to secure funding through this process, although it is not required for all programs. Please make certain that the attached form clearly identifies how much local match the project has and its sources.
- Please fill out and return the attached form in a Word document to Ali DiMatteo at Ali.DiMatteo@mail.house.gov. If the document can not be emailed, please fax it to 508-216-7268.
- Any questions should be directed to Joshua Lamel, Chief of Staff. He can be reached at 202-225-4506 or via email at Joshua.Lamel@mail.house.gov.
- It is **Highly Recommended** that you schedule an appointment with Joshua before February 8th if you would like to submit a request for FY 2009. Joshua works out of the Washington, DC office. Additionally, he will be in South Florida on January 30-31 if you would like to schedule an appointment. If you cannot meet in Washington before February 8 or in South Florida on January 30-31, it will be tougher for our office to properly vet the project and discuss it with you.
- Although the various Appropriations subcommittees will work on the bills throughout the summer, the earliest your organization will hear if it will receive funding is during the Fall of 2008. If all the bills get finalized and signed by the President, it will take several more months before all the paperwork is processed so that the funding can be released. **No money can be spent from the process until grant agreements are in place with the various agencies. Federal agencies will not reimburse organizations for expenditures made on a project before the grant agreements are finalized.**